

(d) He shall see that all laws of the State, the town Charter and the ordinances, resolutions and regulations of the board are faithfully executed within the town.

(e) He shall prepare and submit the annual budget and capital program to the town.

(f) He shall annually submit to the board and make available to the public a complete report on the finances and administrative activities of the town as of the end of the fiscal year.

(g) He shall make any other reports that the board may require concerning the operations of the town departments, offices, and agencies subject to his direction and control.

(h) He shall perform any other duties that may be required and authorized by the board.

“Sec. 4.3. *Town attorney.* The board of commissioners shall appoint a town attorney who shall be licensed to engage in the practice of law in the State of North Carolina. On request by the mayor and board, it shall be the duty of the town attorney to prosecute and defend suits against the town; to advise the mayor, board of commissioners and other town officials with respect to the affairs of the town; to draft legal documents relating to the affairs of the town; to inspect and pass upon agreements, contracts, franchises and other instruments with which the town may be concerned; to attend meetings of the board as requested by the mayor or a majority of the board; and to perform other duties as the board may direct.

“Sec. 4.4. *Town clerk.* The town manager shall appoint a town clerk to keep a journal of the proceedings of the board, to maintain in a safe place all records and documents pertaining to the affairs of the town, and to perform such other duties as may be required by law or as the board of commissioners may direct.

“Sec. 4.5. *Town finance officer.* The town manager shall appoint a town finance officer to perform the duties of the finance officer as required by the Local Government Budget and Fiscal Control Act.

“Sec. 4.6. *Town tax collector.* The town manager shall appoint a town tax collector to collect all taxes, licenses, fees and other moneys belonging to the town, subject to the General Statutes, the provisions of this Charter and the ordinances of the town. The town tax collector shall diligently comply with and enforce all the laws of North Carolina relating to the collection of taxes by municipalities.

“Sec. 4.7. *Consolidation of functions.* The board of commissioners may consolidate any two or more positions of town manager, town clerk, town tax collector, and town finance officer, or may assign the functions of any one or more of these positions to the holder or holders of any other of these positions, subject to the Local Government Budget and Fiscal Control Act.

“Sec. 4.8. *Other administrative officers and employees.* Consistent with applicable State laws, the board of commissioners may establish other positions, provide for the appointment of other administrative officers and employees, and generally organize the town government in order to promote the orderly and efficient administration of the affairs of the town.

“Section 4.9 through Section 4.15. (Reserved.)

“ARTICLE V.